



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## ACCOUNTING TECHNICIAN

\$2,691 - \$3,371

## ACCOUNTING SERVICES BUREAU SACRAMENTO

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

### RESPONSIBILITIES:

Under close supervision of the Accounting Administrator I (Supervisor), the incumbent performs technical and semi-professional accounting work in the maintenance and reporting of financial records for specialized agency activities within the Tax and Securities Section of the Accounting Services Bureau. Duties include: Record incoming tax returns in the tax database by tax return type. Sort tax returns by tax type and by three criteria: returns with refunds, returns with amounts reported, and returns with zero business for the tax year. Review and verify insurer's and surplus line broker's payment history to assist tax auditors with tax return processing. Print payment history and prepare batches to assist the tax return auditors. Scan tax returns by batch number to the shared drive. Assist with processing the less difficult tax returns as needed. Review and verify the surplus line broker's monthly payment vouchers and compare to the Oracle system to ensure payments have been made accurately and timely.

### DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and work in a fast-paced office environment.
- Good attendance.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Technician level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job](#)

09/10/14 RJ

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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[Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Accounting Technician, PSN # 413-192-1741-001" ON THE STATE APPLICATION.**

**Applications must be postmarked by the final filing date to be considered.** For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE:**      **Until Filled**

**NOTE:**      **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

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